

2025 Board of Directors Meeting | 2025 August | Meeting Agenda and Minutes

Chair:	David Doan		
Meeting Scribe:	Lindiwe Stenberg		
Microsoft Teams Site:	BoD Meeting Minutes 2025		
Microsoft Teams Meeting Information:	Insert link here		
Robert’s Rule of Order References:	Parliamentary Procedure for Meetings Robert’s Rules of Order – Simplified		
Attendees			
Present (Quorum = At least 5)		Present	Absent
President: David Doan		✓	
VP of Operations/President-Elect: Meeta Autrey		✓	
VP of Finance: Robert Shake		✓	
VP of Programs: Phoebe Johnson		✓	
VP of Membership: Danielle Benson			x
VP of Career Development: Leo Rogers		✓	
VP of Marketing & Communications: Rose Otowo		✓	
VP of PMO & Administration: Sean Kennedy		✓	
VP of Technology: James Jackson		✓	
Immediate Past President: Deby Covey		✓	
Trustee: Barbara Cooke		✓	
Trustee: AJ Afari		✓	
Trustee: Svetlana Averbukh			x
Response with regrets:	<ul style="list-style-type: none">Danielle Benson		
Guests:	<ul style="list-style-type: none">Leo Rogers – new VP of career devEric Brown		

Action Item	Assigned to	Deadline
1. Orientation session for VP of Career Development	President	9/16/25
2. Investigate PMP prep registration discrepancies	VP Finance	9/16/25
3. Confirm venue for PMP prep	VP Operations	9/16/25
4. Collect feedback on bylaws by next Wednesday	Trustees	8/27/25
5. Finalize venue contract	VP Operations	9/16/25

2025 Board of Directors Meeting

Tuesday, August 19, 2025

7:00 pm – 8:30 pm PT

6. Continue marketing and cut off one week before event	VP Marketing & Communications	TBD
7. Circulate study group proposal and collect feedback	VP Career Development	9/16/25
8. Follow up with PMI for brand guideline access	VP Marketing & Communications	9/16/25
9. Draft project charter for website redesign	VP Technology	9/16/25
10. Finalize flagship event venue	VP Programs	9/16/25
11. Update jobs page and confirm sponsorship	VP Operations	9/16/25

David Doan, President, calls the meeting to order at 7:05 pm Pacific Time.

Agenda

Agenda Item	To be presented by	Start Time	Duration
1. Call to Order <ul style="list-style-type: none"> Meeting called to order by the President. 	David Doan	7:00 pm	1 min.
2. Votes on motions since the last Board of Directors Meeting , if applicable <ul style="list-style-type: none"> Brief discussion of any recent motions or proposals. 	David Doan	7:02 pm	4 min.
3. Approval of Minutes <ul style="list-style-type: none"> Review and approval of the minutes from the previous meeting. 	David Doan	7:05 pm	5 min.
4. VP of Career Development Appointment (Board Members and Trustees Only) <ul style="list-style-type: none"> Review/Discuss candidates' interviews. Vote on appointment. 	David Doan	7:10 pm	10 min.
5. Finance Report <ul style="list-style-type: none"> Review the latest P&L and bank statements. Review/Discuss Budget vs. Actuals. 	Robert Shake	7:20 pm	15 min.
6. Approval of Policies and Procedures (deferred) <ul style="list-style-type: none"> PMI-LA 2025 Chapter Volunteer Service Recognition and Awards Policy_DRAFT_2025.02.18.docx PMI-LA 2025 Criteria for Evaluating New Nonprofit Partners Policy_DRAFT 2025.04.08.docx PMI-LA 2025 M365 License Allocation and Request Policy_DRAFT_2025.02.08.docx 	David Doan		15 min.

<ul style="list-style-type: none"> PMI-LA 2025 Protecting Members' Personal Information Policy_DRAFT.docx PMI-LA 2025 Technology Asset Allocation and Request Policy_DRAFT_2025.03.06.docx PMI-LA_2025 PDU Event Coordination Policy_DRAFT.docx 			
7. Bylaws Revision <ul style="list-style-type: none"> 2025 Bylaws Change Documents Governance Bylaws Change Submission Form 	Deby Covey	7:35 pm	10 min.
8. PMP Prep Course <ul style="list-style-type: none"> Current registration as of 16 August: 8 Discuss MarCom support including videos. Discuss barriers, support needed, and next steps. 	Svetlana Averbukh	7:45 pm	10 min.
9. PMP® Peer Study Group <ul style="list-style-type: none"> Discuss goals, approach, and plan. Discuss considerations and targeted audience.. 	Leo Rogers	7:55 pm	5 min.
10. PDD Updates <ul style="list-style-type: none"> Discuss MarCom support. Discuss sponsorship tiers. Discuss barriers, risks, support needed, and next steps. 	Phoebe Johnson	8:00 pm	15 min.
11. PMI-LA Website Redesign <ul style="list-style-type: none"> Review goals and objectives. Discuss next steps. Design Huddle Trello PMO Hub Inquiry v2 	James Jackson, David Doan	8:15 pm	5 min.
12. Upcoming Events Support <ul style="list-style-type: none"> 23 August: Midnight Mission 26 & 29 August: Multi-Chapter Meetings 8-11 September: Platinum Edge: CSM 10 September: Evening Meeting 16 September: Membership Networking 18 September: New & Prospective Member Orientation 22-26 September: Platinum Edge: CSM 	All	8:20 pm	5 min.
13. Volunteer Engagement Platform (VEP) Updates <ul style="list-style-type: none"> Overview and updates on Committees' initiatives including Awards, Nominations, Scholarships, etc. 	Barb Cooke	8:25 pm	5 min.
13. Talent Cheetah <ul style="list-style-type: none"> Discuss potential partnership proposal. Discuss risks and considerations. 	Meeta Autrey	8:30 pm	5 min.

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13. PMI-LA Branded E-Commerce Solution RFP <ul style="list-style-type: none"> Review RFP documents. Discuss scope, logistics, and target potential partners. 	David Doan, Deby Covey	8:35 pm	10 min.
14. New Business <ul style="list-style-type: none"> New Topics: Introduction and discussion of any new topics or issues that require board attention. Volunteer Spotlight: Discussion and selection of a volunteer to be recognized for their contributions 	All	8:55 pm	5 min.
15. Adjournment <ul style="list-style-type: none"> Meeting adjourned by the President. 	David Doan	9:11 pm	0 min.

0. Meeting Minutes

- Below is the meeting minutes for the August 2025 Board of Directors Meeting.

1. Call to Order

- David Doan, President, calls the meeting to order at 7:05 pm Pacific Time.

2. Votes on motions since the last Board of Directors Meeting

- None

3. Approval of Minutes

Present (Quorum = At least 5)	Approve	Oppose	Abstain or Absence
<ul style="list-style-type: none"> President: David Doan VP of Operations/President-Elect: Meeta Autrey VP of Finance: Robert Shake VP of Programs: Phoebe Johnson VP of Membership: Danielle Benson VP of Career Development: TBD VP of Marketing & Communications: Rose Otowo VP of PMO & Administration: Sean Kennedy VP of Technology: James Jackson 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> x x
<ul style="list-style-type: none"> The motion is carried with 8 approved, 0 opposed, and 2 abstentions. 			

4. VP career development appointment

- Updates:
 - VP of Career Development appointed via WhatsApp vote.
 - AVP Career Development accepted the position.
- Next Steps:
 - Orientation for new VP
 - Add to WhatsApp group.

5. VP of Finance Report

- Updates:
 - PMI reimbursement approved (\$4,000, pending transaction).
 - Certificate of deposit renewed, interest earned.
 - CLA tax filing cost higher than anticipated.
 - Credit card rewards exceeded budget.
 - Membership dues on track.

- PMP prep registration: 7–9 enrollees, revenue and attendance discrepancies.
- Barriers, blockers, and challenges
 - Discrepancy in PMP prep registration numbers.
 - Venue issues for PMP prep.
- Next steps
 - Research discrepancies in registration and payments.
 - Itemized PayPal receipts
 - Reach out to venue contacts.

6. Approval of Policies and Procedures (deferred)

7. Bylaws

- Updates:
 - Submissions received; deadline extended by one week
 - Pronoun updates for inclusivity.
- Barriers, blockers, and challenges
 - Awaiting feedback from board members.
- Next steps
 - Schedule working session if needed.

8. PMP Prep Course

- Updates:
 - Marketing coms going out every week
- Barriers, blockers, and challenges
 - USC says we may not get the room – has not signed the MOU
 - Marketing will need to notify folks the room has changed so we need to know ASAP
- Next steps:
 - Meeta to discuss with El Camino college as a backup plan

9. PMP Peer-led Study Groups

- Updates:
 - Proposal for member-only peer-led study groups.
 - Pilot location suggested (Glendale/Burbank).
 - Coordination with Programs team.
- Barriers, blockers, and challenges:
 - Overlap with PMP prep course.
 - Logistics and liability for venues
- Next steps:
 - Circulate proposal and collect board feedback.
 - Plan for launch after October 4th.

10. Website Redesign

- Updates:

- Style sheet pending PMI brand guideline access.
 - Standardization of fonts, bullets, and layout discussed.
 - Member portal reorganization deferred to next year.
- Barriers, blockers, and challenges
 - Limited access to PMI branding resources.
 - No formal project charter for redesign.
- Next steps:
 - Finalize style sheet.
 - Implement low-hanging standardization tasks.

11. PDD Updates

- Updates:
 - Task Force meetings ongoing.
 - Combined flagship and new member orientation event planned.
 - Venue not finalized.
- Barriers, blockers, and challenges
 - Venue contract pending
 - Save-the-date announcement delayed.
- Next steps:
 - Finalize venue and communicate to marketing.

12. Talent Cheetah

- Updates:
 - Proposal to update jobs page with TalentCheetah partnership.
 - Non-exclusive arrangement.
 - Sponsorship requirement for career dev topics.
- Next steps:
 - Implement jobs page update.
 - Confirm monthly career dev topic.

13. Volunteer Engagement Platform (VEP) Updates

- Updates:
 - Outreach team has been actively developing position descriptions for day-of volunteers.
 - Pilot aims to post five volunteer positions and evaluate gaps between VEP and current volunteer management system.
 - VEP intended to leverage PMI's broader volunteer pool and integrate with chapter operations, but rollout and feature set are still evolving
 - Ideas portal is pending PMO Global updates
- Next steps:
 - Outreach team to complete and circulate drafts for Board review.
 - Move forward with posting five pilot positions on VEP.
 - Outreach/Volunteer team to report findings and recommendations at the next Board meeting.

14. PMI-LA Branded E-Commerce Solution RFP

- Updates:
 - E-commerce solution RFP to external vendors or start with an internal email to members
 - Solution should offer clear value to members if offered.
 - Still considering scope and approach.
- Next steps:
 - Decide whether to open the RFP to external vendors or pilot internally with member input
 - Prepare a draft RFP outlining requirements, member value, and desired features.
 - Once the scope and approach are finalized, bring the RFP or vendor selection back for an official Board vote.
 - Develop a phased implementation plan based on feedback and Board decisions.

15. PULSE Proposal – for website blogs

- PULSE proposal for website blogs was positively received, with suggestions to do a call for articles directly from members.

16. Adjournment

- David Doan, President, moves to adjourn the meeting at 9:11 pm Pacific Time. Seconded by Phoebe Johnson, VP Programs.